

Report Date: 06 Jun 2013

**Summary Report for Individual Task
805C-42A-3013
Process Unresolved Error Reports
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are assigned as an HR NCO and are required to process Unresolved Error Reports. You have access to the Electronic Military Personnel Office (eMILPO), eMILPO Functional Guidance and Users Manual, Enlisted Distribution and Assignment System (EDAS), MS51, AAA-165 (Unit Personnel Accountability Report) and unit strength related data. This task should not be trained in MOPP.

Standard: Resolve 100% of all reported errors on the Unresolved Error Reports (AAA-351) (AAA-352), and EDAS Error Report (AAA-125).

Special Condition: None

Special Standards: None

Special Equipment:

Safety Level: Low

MOPP: Never

Task Statements

Cue: You have Unresolved Error Reports for your unit.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Generate the Unresolved Error Report (AAA-351) daily using eMILPO.
2. Identify errors on the Unresolved Error Report (AAA-351).
 - a. Analyze the three sections of the Unresolved Error Report (AAA-351).
 - b. Interpret Total Army Personnel Database (TAPDB) error codes.
3. Generate the EDAS Error Report weekly using eMILPO.
4. Analyze the two sections of the EDAS Error Report (AAA-125).
 - a. Section one containing Essential Errors (E) and Associated Errors (A).
 - b. Section two containing acknowledgments to the S-1/Military Personnel Division (MPD) Reassignment Section of all EDAS errors created for a given cycle.
5. Resolve all reported errors.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Generated the Unresolved Error Report (AAA-351) daily using eMILPO.			
2. Identified errors on the Unresolved Error Report (AAA-351).			
3. Generated the EDAS Error Report weekly using eMILPO.			
4. Analyzed the two sections of the EDAS Error Report (AAA-125).			
5. Resolved all reported errors.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	Personnel Accounting and Strength Reporting (Reprinted W/Basic Incl C1-2)	Yes	Yes

Environment: Environmental Statement: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-3233	Process Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Reviewed
805C-42A-3008	Process Strength Reports	805C - Adjutant General (Individual)	Reviewed
805C-42A-3103	Conduct Personnel Accountability	805C - Adjutant General (Individual)	Reviewed

Supported Collective Tasks :

Task Number	Title	Proponent	Status
12-6-0037	Conduct Strength Reporting	12 - Adjutant General (Collective)	Approved
12-6-0036	Conduct Personnel Accountability	12 - Adjutant General (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI